

# *Town of Acton*

## *Annual Town Meeting Warrant*



*Monday, April 7, 2014*

**DRAFT 2/23/2014**

**ARTICLE NUMBER GAPS ARE  
INTENTIONAL AND TEMPORARY**

The Annual Town Meeting will convene at 7:00 PM in the  
Acton-Boxborough Regional High School Auditorium  
36 Charter Road

# *Notice of Election and Meeting*

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## **Annual Town Election Tuesday, April 1, 2014 7:00 AM – 8:00 PM**

**Precincts 1, 2 and 6** – Conant School – 80 Taylor Road

**Precincts 3, 4 and 5** – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road

**Please note** that Precinct 1 voting, formerly held at the Nagog Woods Clubhouse, will now take place at the Conant School.

For assistance in determining your election voting location, please use the State Elections Division's web site **[www.WhereDoIVoteMA.com](http://www.WhereDoIVoteMA.com)** or contact the Town Clerk's office by e-mail at **[clerk@acton-ma.gov](mailto:clerk@acton-ma.gov)** or by telephone at **(978) 929-6620**.

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## **Annual Town Meeting Monday, April 7, 2014 7:00 PM Acton-Boxborough Regional High School Auditorium 36 Charter Road**

Note: Copies of the detailed Municipal Operating Budget are available at Town Hall. Copies will also be available at Town Meeting.

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## *Free Transportation to Town Meeting*

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***Don't miss Town Meeting because you can't get a ride!***



The Town of Acton is offering **free** door-to-door van rides to the Annual Town Meeting. Meetings start at 7 PM and generally conclude by 10:30 PM.

The MinuteVan will bring in a driver to cover from 6:15 PM to 10:30 PM for each night. The Dial-A-Ride dispatch service will be open until 12:30 PM on the day of each meeting and again beginning at 6:15 PM for anyone that wants to book a ride to/from Town Meeting that night. They will be able to book a reservation with the MinuteVan dispatcher at (978) 844-6809 or [www.minutevan.net](http://www.minutevan.net). The service will run even if there are no reservations, as we will take walk-ons from Town Meeting that want a trip home. There will be no charge to passengers for any of these Town Meeting trips. When the van is not in use from 6:15 PM to 10:30 PM, it will be parked at the Acton-Boxborough High School where Town Meeting is being held. The van's engine will not idle, but the driver will be at a table outside the auditorium ready to respond to a requested trip.

###

MinuteVan Dial-A-Ride is a unique transportation service offered by the Town of Acton. It is available to all citizens (some age requirements) Monday through Friday, except holidays, for rides around town and to nearby locations. Hours of operation are 8 AM – 11 AM and 2:15 PM - 7:15 PM. Trips within Acton cost \$2/trip, \$1/trip for seniors and disabled. Out-of-town trips (within 3.5 mile radius of Acton Town Hall) are \$4/trip, \$1.50/trip for seniors/disabled. Locations served include: West Concord Center, Emerson Hospital, Maynard Center, Skating Rink and Food Pantry in Boxborough, and more. Policies may be reviewed on-line at **[www.minutevan.net](http://www.minutevan.net)**.

## *Board of Selectmen's Message*

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This Town Meeting Warrant is your invitation to participate in the legislative portion of Acton's town government. Acton citizens have a cherished tradition of governing themselves by means of an open Town Meeting. We encourage all Acton residents to attend. All registered voters are urged to participate in the debate and vote on the Articles presented. Other residents, even if they are not registered voters, are invited to attend and observe, or to view the proceedings on our government cable television channels, Comcast channel 99 and Verizon cable channel 41.

### **Town Meeting Dates, Times and Location**

The Annual Town Meeting will begin Monday, April 7 at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Town Meeting is then expected to continue on additional consecutive nights. All adjourned sessions will begin at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Come early to get checked in by the Town Clerk's staff and to obtain additional information.

Regular attendees at Annual Town Meeting will note that many of the Articles in this Warrant relate to matters which are routinely addressed every year, such as the established Enterprise Budgets and the Schools' and Municipal Operating Budgets, while other Articles relate to issues and matters that are new or unique this year. Although some Articles, such as Zoning or Bylaw amendment proposals, do not involve appropriation of funds, much of the Annual Town Meeting's attention is focused on fiscal matters.

### **Town Meeting Warrant and Procedures**

The Town Meeting Warrant is the agenda for the meeting. It is drawn up by the Selectmen from various proposals made by the Selectmen, the School Committees, other Boards, staff and citizens. The Selectmen determine the order that the Articles appear in the Warrant. The Articles will be considered in the order in which they appear, unless the Moderator, or the Meeting itself, changes that order. Each article is intended to give fair notice of the topic to be discussed and voted upon, thus any motion made at Town Meeting under one of these articles must be found by the Moderator to be within the scope of the printed article. At Town Meeting, the motion made under each article will describe the specific proposed action. The wording of the motion, and any amendments that might be offered to the main motion, may differ from the exact wording of the article, but as indicated above must be within the scope of the article. Accordingly, it is suggested that each attendee listen closely to the reading of the motion, and any amendments made before voting.

Your attention is invited to the Warrant section on Town Meeting Parliamentary Procedure, serving as a basic guide to Town Meeting process written by the Town Moderator. The best debate is conducted by those who have informed themselves concerning the issues. Informed debate is delayed when speakers rise only to ask basic questions that could be individually addressed. To assist speakers to inform themselves in advance, and to avoid delays during the meeting engendered by persons seeking basic information, the Board of Selectmen strongly encourages and solicits questions in advance concerning any of the proposed Articles. Information regarding the Articles may be obtained from any of the people listed after each Article summary, or a general inquiry may be made to the Town Manager's office at (978) 929-6611 or [manager@acton-ma.gov](mailto:manager@acton-ma.gov) for an appropriate referral. Copies of the Municipal Operating Budget will be made available in advance of the meeting at the Memorial Library, West Acton Citizens' Library, Public Safety Facility, and Town Hall. Copies will also be available at Town Meeting. Furthermore, personnel designated by staff or the Moderator will be available in the auditorium during the Meeting to answer informational questions, which may not be of interest to the entire assemblage, on a one-on-one basis.

## **Thank You to Our Volunteers**

In addition to trying to balance our budgetary needs against limited resources, another necessity for the healthy function of our local government and community is the flow of active, interested citizens willing to volunteer their time, talents, and energy to participate as members of the Town's many volunteer regulatory and advisory Boards, Commissions and Committees. Volunteers are the very foundation of our government, and as the needs of the Town expand, so does the need for volunteers. No special knowledge is necessary to volunteer, only an interest to serve the community and advance the public good, combined with a willingness to learn. The rewards may be intangible, but are very real.

We encourage you to volunteer by reviewing the list of opportunities available on our web site at [www.acton-ma.gov/volunteer](http://www.acton-ma.gov/volunteer). The application is available online as well as an appendix in this Warrant. Handwritten applications may be submitted to the Town Manager's office at Town Hall or handed to any Selectman at this meeting. Please consider helping your Town by volunteering some time – we believe you will find it very rewarding.

Janet K. Adachi, Chair  
Mike Gowing, Vice-Chair  
Katie Green  
John Sonner  
David Clough

**Board of Selectmen**

## *Town Manager's Message*

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Respectfully Submitted,



Steven L Ledoux  
Town Manager

## *Budget Overview*

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## *Finance Committee's Message*

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# *Town of Acton Multi-Year Financial Model*

Prepared for Annual Town Meeting by Board of Selectmen, School Committee and Finance Committee



## Consent Calendar

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In an effort to streamline Town Meeting, the Board of Selectmen and Town Moderator use the concept of a Consent Calendar. The use of Consent speeds the passage of articles which the Selectmen feel should generate no controversy and can be properly voted without debate. Its purpose is to allow motions under these articles to be acted upon as units and to be passed without debate.

Each Consent Calendar will be taken up when the first article “on Consent” is reached (for example, if Article 3 is the first Consent article in the Warrant, there will be a motion after Article 2 to take up the items on that Consent Calendar). At this time, the Moderator will call out the article numbers one-by-one.

**Articles on Consent are distinguished from other articles by the asterisk (\*) notation following each article number in the index above, as well as in the title of each article.**

If **two or more** voters object to any particular Article being included in the Consent Calendar, they should say the word “**hold**” in a loud voice when the number is called. The Article will then be removed from the Consent Calendar, to be debated and voted in the usual manner, **immediately following** the vote on the Consent motion.

There will be **two** Consent motions throughout Town Meeting – one for budgetary articles and one for all other articles on Consent. It is possible that these two motions will occur on different nights of Town Meeting.

After the calling of the individual items in each Consent Calendar, the Moderator will ask that all remaining articles be passed **as a unit** by the voters.

Please carefully review the articles and motions. Summaries are also included with each article printed in this Warrant. Motions for consent articles are included under the text of each article. Motions will be available as a separate handout at Town Meeting.

If you have any questions about the Consent articles, motions or procedure, please feel free to contact the official listed in the summary of the article or to contact the Town Manager’s Office, by e-mail at **manager@acton-ma.gov** or by telephone at (978) 929-6611, before Town Meeting.

Donald MacKenzie  
Town Moderator

*I served with General Washington in the Legislature of Virginia before the Revolution and, during it, with Dr. Franklin in Congress. I never heard either of them speak ten minutes at a time, nor to any but the main point which was to decide the question. They laid their shoulders to the great points, knowing that the little ones would follow of themselves.*

– Thomas Jefferson

# *Annual Town Meeting Warrant*

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*Town of Acton  
Commonwealth of Massachusetts, ss.*

To either of the Constables of the Town of Acton, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of said Town of Acton, qualified to vote at Town Meetings for the transaction of Town affairs, to meet in their respective precincts to wit:

**Precincts 1, 2 and 6** – Conant School – 80 Taylor Road

**Precincts 3, 4 and 5** – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road

On **Tuesday, April 1 between 7:00 AM and 8:00 PM**, by posting a copy of this Warrant by you attested, at each of the places as directed by vote of the Town, fourteen days at least before the first day of April 2014,

To bring their votes on one ballot for the following officers:

One Moderator for a one-year term,  
Two Selectmen for three-year terms,  
Two School Committee members for three-year terms,  
One School Committee member effective July 2014 for a three-year term,  
One Trustee of the Memorial Library for a three-year term,  
In addition, the Acton Water District will elect the following officers:

One Commissioner for a three-year term,  
One District Clerk for a three-year term.

You are also to notify legal voters aforesaid to meet at the Acton-Boxborough Regional High School Auditorium in said Acton on **Tuesday, April 1, 2014 at 7:00 PM**, then and there to act on the following articles:

## *Articles*

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One or more of the following symbols may appear following an Article number:

<b>*</b>	This article is on the Consent Calendar
<b>#</b>	This article was submitted by Citizens' Petition

One or more of the following recommendations may appear at the end of an Article's summary:

<b>Recommended</b>	This board voted to <u>recommend</u> passage by Town Meeting.
<b>Not Recommended</b>	This board voted to <u>not recommend</u> passage by Town Meeting.
<b>Deferred</b>	A recommendation will be made by this board when the Article is considered at Town Meeting.
<b>No Recommendation</b>	This board voted to make no specific recommendation to Town Meeting.

**ARTICLE 1            CHOOSE TOWN OFFICERS**  
(Majority vote)

To choose all necessary Town Officers and Committees and to fix the salaries and compensation of all the elective officers of the Town as follows:

Moderator	\$ 20.00 per Town Meeting session
Board of Selectmen, Chairman	\$ 750.00 per year
Board of Selectmen, Member	\$ 650.00 per year

, or take any other action relative thereto.

**SUMMARY**

This article provides for the election of Trustees of the Elizabeth White Fund, Trustees of the Acton Firefighter’s Relief Fund, Trustees of the Goodnow Fund and Trustees of the Citizens’ Library Association of West Acton and establishes the salaries of the Town’s elected officials.

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**            Board of Selectmen            Finance Committee

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**ARTICLE 2            HEAR AND ACCEPT REPORTS**  
(Majority vote)

To see if the Town will accept reports and hear and act upon the report of any committee chosen at any previous Town Meeting that has not already reported, or take any other action relative thereto.

**SUMMARY**

This article provides for the acceptance of the Annual Town Report, any other reports Town Boards and Committees may need to offer, and to offer for acceptance any reports of committees chosen at previous Town Meetings.

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**            Board of Selectmen            Finance Committee

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**ARTICLE 3 \* COUNCIL ON AGING VAN ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to operate the Senior Van Service, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of operating the Town of Acton Senior and Disabled Citizens Van service, and to raise such amount, \$ be raised from department receipts, \$ be raised from general revenues and \$ be transferred from retained earnings.

**SUMMARY**

This article requests funding to operate the van service for use by senior citizens and disabled citizens of the Community. This 40-hour per week van service is funded by the Federal, State and Local Governments. Base fare rates are determined by the Lowell Regional Transit Authority. Revenues will be used to reduce the Town's share of total costs. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the Enterprise or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$	\$	\$	\$	\$	\$	\$

Direct inquiries to: Sharon Mercurio, Council on Aging Director  
seniorcenter@acton-ma.gov / (978) 929-6652

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:** Board of Selectmen Finance Committee

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**ARTICLE 4 \*            SEPTAGE DISPOSAL ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of septage disposal, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of septage disposal, and to raise such amount, \$ be raised from department receipts and \$ be transferred from retained earnings.

**SUMMARY**

This article requests that the receipts from septage haulers, licensing of septage haulers, licensing of septic system inspectors, licensing of septic installers, and disposal works construction permit fees be used for the purpose of allowing septage collected within Acton to be taken to a water pollution abatement facility and to maintain the Town's septage waste disposal program. These fees will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of septage waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the Enterprise or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$	\$	\$	\$	\$	\$	\$

Direct inquiries to:    Doug Halley, Health Director: [health@acton-ma.gov](mailto:health@acton-ma.gov) / (978) 929-6632

Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**            Board of Selectmen            Finance Committee

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**ARTICLE 5 \*           SEWER ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of operating and maintaining a sewer collection and treatment facility, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of operating the sewer system, and to raise such amount, \$ be raised from department receipts.

**SUMMARY**

This article requests funding for operation of the municipal sewer system. Sewer charges, private sewer treatment plant fees, connection fees, sewer inspector fees, betterments, State and Federal aid for Sewers, and any other income derived from the operation of the municipal sewer system will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of sewerage disposal for the system. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$	\$	\$	\$	\$	\$	\$

Direct inquiries to:   Stephen Barrett, CPA, Finance Director: [finance@acton-ma.gov](mailto:finance@acton-ma.gov) / (978) 929-6624

Selectman assigned:   : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**       Board of Selectmen       Finance Committee

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**ARTICLE 6 \***            **AMBULANCE ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of health care, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of operating the ambulance service, and to raise such amount, \$ be raised from department receipts and \$ be raised from general revenues.

**SUMMARY**

This article requests an appropriation to operate the Town's ambulance service. The enterprise fund includes the salaries and benefits for eight Firefighter/EMTs allocated to this fund. Charges for ambulance service and any other income derived from the operation of the ambulance service will be deposited in this fund and used for expenditures of the enterprise fund or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$	\$	\$	\$	\$	\$	\$

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**            **Board of Selectmen**            **Finance Committee**

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**ARTICLE 7 \*           TRANSFER STATION AND RECYCLING ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money for the purpose of solid waste disposal and recycling in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of solid waste disposal and recycling, and to raise such amount, \$ be raised from department receipts and \$ be transferred from retained earnings, and further move that the Town authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of vehicles and equipment being replaced and to expend any proceeds so received.

**SUMMARY**

This article requests funding for the Town's solid waste disposal and recycling operations. The citizens of Acton who use the Transfer Station fund 100% of the costs of the operations from fees. The fees are deposited in a separate account and expended to pay the expenses of solid waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for future expenditures of the enterprise fund or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$	\$	\$	\$	\$	\$	\$

Direct inquiries to:   Richard Waite, Superintendent: [highway@acton-ma.gov](mailto:highway@acton-ma.gov) / (978) 929-7740

Selectman assigned:   : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**       Board of Selectmen       Finance Committee

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**ARTICLE 8 \***            **NURSING ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to provide Public Health and Visiting Nurse Services, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ for the purpose of operating the public health nursing service, and to raise such amount, \$ be raised from department receipts and \$ be raised from general revenues.

**SUMMARY**

This article requests an appropriation for the Nursing Service Enterprise Fund. An Enterprise Fund permits the Nursing Service to offset its costs with fees for service. These fees are deposited in a separate account and may be expended to pay part or all of the anticipated costs of running the Nursing Service. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$	\$	\$	\$	\$	\$	\$

Direct inquiries to: Doug Halley, Health Director: [health@acton-ma.gov](mailto:health@acton-ma.gov) / (978) 929-6632

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**            **Board of Selectmen**            **Finance Committee**

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**ARTICLE 9 \*            SELF-FUNDING PROGRAMS (REVOLVING FUNDS)**  
(Majority vote)

To see if the Town will vote, pursuant to Massachusetts General Law, Chapter 44, Section 53 E½ to establish or continue revolving funds for the Local School System, to be expended by the Superintendent of Schools; and for the Historic District Commission, Building Department, Sealer of Weights and Measures, Health Inspectional Services and Fire Department Fire Alarm Network, to be expended by the Town Manager, as noted below:

Fund	FY14 Estimated Revenue	FY14 Authorized Expenditure
<b>School Department</b>		
Douglas at Dawn/Dusk	\$	\$
Merriam Mornings/Afternoons/Summer	\$	\$
<b>Historic District Commission</b>	\$ 1	\$ 1
<b>Building Department</b>	\$	\$
<b>Sealer of Weights and Measures</b>	\$	\$
<b>Health Department</b>		
Food Service Inspections	\$	\$
Hazardous Materials Inspections	\$	\$
Stormwater Inspections	\$	\$
<b>Fire Department</b>		
Fire Alarm Network	\$	\$

, or take any other action relative thereto.

**MOTION**

Move that the revolving funds for the **Local School System**, Historic District Commission, Building Department, Sealer of Weights and Measures, Health Department, and Fire Department be continued in the amounts and for the purposes set forth in the expense column of this Article.

**SUMMARY**

This article allows the Schools and Town to fully fund the extended day/summer programs of the **Local Schools**, Historic District Commission activities, Building Department inspectional programs, Sealer of Weights and Measures services, specified ongoing Health inspectional programs and the Town-wide Fire Alarm Network from their respective receipts and fund balance. This article removes the cost of these services from the tax base. Fees are deposited in a separate account and may be expended to pay part or all of the anticipated costs of operating each program. If income exceeds costs, the excess is retained for use of the specific program in any subsequent period.

***\* insert revolving fund table \****

Direct inquiries to:

**School Funds:** Dr. Stephen Mills, Superintendent: [smills@abschools.org](mailto:smills@abschools.org) / (978) 264-4700

Town Funds: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE 10 \*      TRANSPORTATION PROGRAM**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to be expended by the Town Manager for the continuation of a town transportation program, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$ to be expended by the Town Manager for the implementation or continuation of the town shuttle, Dial-A-Ride or other transportation-related programs, including State and Federal grant fund matching and other costs incidental and related thereto, and to raise such amount, \$ be raised from general revenues and \$ be transferred from commuter lot parking fees fund balance.

**SUMMARY**

This will be the fourth year of the public transportation service originally funded through a three-year mobility grant. The MinuteVan transportation services originally consisted of the Dial-A-Ride and Rail Shuttle, and expanded services in October 2012 to include the Road Runner service. Each of these programs have been growing since their inception and continue to meet the needs of commuters, local travelers and persons with disabilities. Matching funds for portions of the programs are received from the Lowell Regional Transportation Association and the Massachusetts Department of Transportation. Our State Senator and Representatives successfully implemented amendments to Massachusetts General Law Chapter 40 Section 22C permitting the proceeds from parking lot fees to fund public transportation.

Direct inquiries to: Doug Halley, Health Director: [health@acton-ma.gov](mailto:health@acton-ma.gov) / (978) 929-6632  
Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee

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**ARTICLE 11 \***      **ESTABLISH TRANSPORTATION REVOLVING FUND**  
(Majority vote)

Direct inquiries to: Doug Halley, Health Director: [health@acton-ma.gov](mailto:health@acton-ma.gov) / (978) 929-6632  
Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE 12 \***      **TOWN BOARD SUPPORT –**  
(Majority vote)      **ACTON-BOXBOROUGH CULTURAL COUNCIL**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$2,000 to be expended by the Town Manager for the ongoing expenses of the Acton-Boxborough Cultural Council for programs in Acton, or take any other action relative thereto.

**MOTION**

Move that the Town raise and appropriate \$2,000 for the ongoing expenses of the Acton-Boxborough Cultural Council.

**SUMMARY**

The Acton-Boxborough Cultural Council (ABCC) seeks a sum of money to produce cultural activities and programming in Acton. These funds will help to foster collaborations among local artists and cultural organizations and to address the cultural needs of the Town. This will augment the funds received by the ABCC from the State through the Massachusetts Cultural Council.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611  
Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE 13**      **BUDGET TRANSFER**  
(Majority vote)

To see if the Town will vote to appropriate from available funds a sum of money to defray necessary expenses above the amount appropriated at the 2013 Annual Town Meeting, or take any other action relative thereto.

**SUMMARY**

This article is routinely placed on the Warrant to allow Town Meeting to transfer funds and supplement monies, if necessary, to cover expenses in the current fiscal year.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611  
Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE 14                    TOWN OPERATING BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, and/or appropriate from available funds, a sum of money to defray the necessary expenses of the departments, offices and boards of the Town, exclusive of the School budgets, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the municipal operating budget. The municipal budget also includes certain school costs. These are primarily the costs of debt service requirements; property, liability and contents insurance on local school buildings; pension costs and workers’ compensation insurance for school employees, other than teachers and regional school employees. The standard motion for the municipal budget appropriation under this article may include the transfer of other monies such as Cemetery Trust Funds and Wetland Filing Fees.

Direct inquiries to:    Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611  
Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**                    Board of Selectmen                    Finance Committee

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**ARTICLE 15                    OTHER POST-EMPLOYMENT BENEFITS LIABILITY TRUST FUND**  
(Majority vote)                    **APPROPRIATION**

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer a sum of money to the Other Post-Employment Benefits Liability Trust Fund established in accordance with Massachusetts General Law, Chapter 32B, Section 20, for the purpose of funding Other Post-Employment Benefits Liabilities, or take any other action relative thereto.

**SUMMARY**

This article requests an appropriation to the Town’s Other Post-Employment Benefits Liabilities Trust Fund established and maintained in accordance with Massachusetts General Laws Chapter 32B, Section 20.

Direct inquiries to:    Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611  
Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**                    Board of Selectmen                    Finance Committee

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**ARTICLE 16                    CAPITAL EQUIPMENT, VEHICLES AND INFRASTRUCTURE**  
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds a sum of money, to be expended by the Town Manager for the purchase, replacement or improvement of facilities, vehicles and equipment as listed below, including related incidental costs, or take any other action relative thereto.

<b>A.</b>		
<b>B.</b>		
<b>C.</b>		
<b>D.</b>		
<b>E.</b>		
<b>F.</b>		
<b>G.</b>		
<b>Total</b>		<b>\$</b>

**SUMMARIES**

**A.**  
Selectman assigned:   : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**        **Board of Selectmen**        **Finance Committee**

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**ARTICLE 17                    RESCIND BORROWING AUTHORIZATIONS**  
(Majority vote)

To see if the Town will vote to rescind [...]

- Douglas School modular classrooms, Article 28 4/2007, \$101,914.19
- Douglas School, Article 16 4/2009, \$64,496
- Conant School boiler, Article 29 4/2008, \$226,420
- Septic loan, Article 21, 4/1997, \$25,695
- Fuel tank, Article 9 4/1993, \$250,000
- Bridge construction, Article 25 4/1988, \$600,000

Direct inquiries to:   Stephen Barrett, Finance Director: treasurer@acton-ma.gov / (978) 929-6624  
Selectman assigned:   : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**        **Board of Selectmen**        **Finance Committee**

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**ARTICLE 18            ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT ASSESSMENT**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

**\$49,836,594**

**SUMMARY**

This article requests funds for the Acton-Boxborough Regional School District Assessment. This assessment, voted by the Acton-Boxborough Regional District School Committee, is governed by the terms of the Acton-Boxborough Regional School District Agreement.

Direct inquiries to:    Dr. Stephen Mills, Superintendent: [smills@abschools.org](mailto:smills@abschools.org) / (978) 264-4700  
Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**            **Board of Selectmen**            **Finance Committee**

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**ARTICLE 19            TRANSFER AND CONVEYANCE OF SCHOOL PROPERTIES**  
(Two-thirds vote)

To see if the Town will vote, in accordance with the amended Agreement for a Regional School District for the Towns of Acton and Boxborough, Massachusetts adopted by the Towns on June 3, 2013, and the Intermunicipal Agreement between the Town of Acton and the Acton Boxborough Regional School District (“District”) dated [REDACTED], 2014, both on file with the Town Clerk, to transfer the following school properties (each being further identified with specificity in the Intermunicipal Agreement) and their associated personal and intangible property (collectively the “School Properties”) from the Acton School Committee to the Board of Selectmen for the purposes of sale, and to authorize the Selectmen to sell and convey the School Properties to the District for the sum of one dollar each, and to reserve and accept perpetual easements for use, parking, access and/or utilities over, under, across and along some or all of the School Properties and other District properties as set forth in the Intermunicipal Agreement, all on such terms and conditions as the Selectmen may determine:

1. The Luther Conant Elementary School, 80 Taylor Road,
2. The Gates Elementary School, 75 Spruce Street,
3. The CT Douglas Elementary School, 21 Elm Street,
4. The McCarthy-Towne Elementary School, also known as the Parker-Damon School, 433 Massachusetts Avenue, but excluding the former Towne School property identified in item (f) below,
5. The Administration Building, formerly known as the Merriam Elementary School, 15 Charter Road, and
6. The land located at 199 Arlington Street, identified as Parcel 20-1 on the Town of Acton Assessor’s Map F-2A;

And further to see if the Town will vote to transfer any and all remaining real property and interests therein that are or may be under the care, custody and control of the Town of Acton School Committee as of June 30, 2014, to the care, custody and control of the Board of Selectmen for general municipal purposes or such other purposes as Town Meeting may designate, including without limitation the following properties (each being further identified with specificity in the Intermunicipal Agreement)

which are expressly reserved unto the Town and are not subject to conveyance to the District under the Intermunicipal Agreement:

- a. The Elm Street recreational facility adjacent to 21 Elm Street,
- b. The MacPherson Ball Field, at 88 Taylor Road,
- c. The Hart Field, at 80 Taylor Road,
- d. The land located at and known as 24-48 Arlington Street,
- e. The land located at and known as 24R Arlington Street, and
- f. The former Towne School property, 433 Massachusetts Avenue, identified as a portion of Parcel 85 on the Town of Acton Assessor's Map F-3 and shown as "Lot 1" on the ANR Plan entitled "Towne Building Plan of Land in Acton, Massachusetts (Middlesex County), Owned by the Town of Acton" prepared by Acton Survey and Engineering, dated January 16, 2014, which is excluded from the property identified in item (4) above,

, or take any other action relative thereto:

### SUMMARY

At the Special Town Meeting on June 3, 2013, the Acton and Boxborough Town Meetings voted to approve an amended Agreement for a Regional School District for the Towns, the primary purpose of which is to fully regionalize the public schools in the Towns. On July 29, 2013, the Commissioner of Elementary and Secondary Education approved the amended Regional Agreement.

The effective date of the amended Regional Agreement is July 1, 2014, to enable the proper transition to full regionalization, to wind down the Acton School Committee, and to implement the reconstituted Acton-Boxborough Regional School District Committee. In the interim, the amended Regional Agreement contemplated that the Town would enter into an Intermunicipal Agreement with Acton-Boxborough Regional School District to establish the terms and conditions under which the Town will sell and convey to the District, for the sum of one dollar each, the Town's elementary school buildings and the property on which the buildings are located, to resolve any outstanding title issues associated with the properties, to allocate responsibility for any pre-existing condition of or debt service associated with the properties or buildings, to address any pre-existing leases of any portions of the properties or buildings, to reserve and ensure continued Town uses as defined in the intermunicipal agreement, and otherwise to ensure that any issues of mutual concern to the Town and the District regarding these properties are satisfactorily addressed. The Selectmen, the Acton Public School Committee, and the Acton-Boxborough Regional School District Committee have executed the Intermunicipal Agreement.

The present article identifies the School Properties that will be conveyed to the District and authorizes the Selectmen to do so. As of June 30, 2014 when the Acton School Committee is dissolved pursuant to the vote of the Town Meeting under Article 3 of the June 3, 2013 Special Town Meeting, any and all remaining properties that are or may be under the care, custody and control of the Acton School Committee shall be transferred to the care, custody and control of the Board of Selectmen for general municipal purposes.

Direct inquiries to: Dr. Stephen Mills, Superintendent: [smills@abschools.org](mailto:smills@abschools.org) / (978) 264-4700  
Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE 20**  
(Majority vote)

**TRANSFER AND APPROPRIATION OF SCHOOL  
REVOLVING FUND BALANCES**

To see if the Town will vote to close the following revolving funds and lunch funds as of June 30, 2014, and transfer the balance in each fund at the end of fiscal year 2014 to surplus revenue:

1. Douglas at Dawn/Dusk Revolving Fund;
2. Merriam Mornings/Afternoons/Summer Revolving Fund;
3. Acton Public School Lunch Fund;
4. Conant School Lunch Fund;
5. Douglas School Lunch Fund;
6. McCarthy-Towne School Lunch Fund; and
7. Merriam School Lunch Fund.

And further to see if the Town will vote to appropriate an amount equal to each such balance and transfer each such amount on or after July 1, 2014, to the Acton Boxborough Regional School District pursuant to M.G.L. c. 44, § 53A, or other applicable law or regulation, to be held (together with any interest thereon) by the District as a separate account and expended by the District at the same school for the same purposes as the prior revolving fund or lunch fund, as applicable,

or take any other action relative thereto:

**SUMMARY**

At the Special Town Meeting on June 3, 2013, the Acton and Boxborough Town Meetings voted to approve an amended Agreement for a Regional School District for the Towns, the primary purpose of which is to fully regionalize the public schools in the Towns. On July 29, 2013, the Commissioner of Elementary and Secondary Education approved the amended Regional Agreement. The effective date of the amended Regional Agreement is July 1, 2014.

The Selectmen, the Acton Public School Committee, and the Acton-Boxborough Regional School District Committee have executed an Intermunicipal Agreement to address a number of transition issues. One of those issues relates to the disposition of the revolving funds and lunch funds listed above, which have accumulated from specific programs for specific purposes listed above, to serve the Acton public schools. To preserve these programs after the schools move to full regionalization, this article closes the existing funds in accordance with M.G.L. c. 44, § 53E½, appropriates an identical amount, and transfers the amount to the District to be held and used for the same program/purpose at the same school going forward.

Direct inquiries to: Dr. Stephen Mills, Superintendent: [smills@abschools.org](mailto:smills@abschools.org) / (978) 264-4700  
Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee

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## **ARTICLE 21           TRANSFER OF SCHOOL GIFTS AND GRANTS**

(Majority vote)

To see if the Town will, subject to all applicable terms and conditions of each grant and gift, and to any necessary judicial or other governmental approvals, vote to appropriate and authorize the Town Treasurer, in consultation with the Town Manager, to transfer on or after July 1, 2014, to the Acton-Boxborough Regional School District (“District”) the balance (if any) at the end of fiscal year 2014 of each gift and grant fund listed on Exhibit G to the Intermunicipal Agreement between the Town and the District dated [REDACTED], 2014, each such amount to be held (together with any interest thereon) by the District pursuant to M.G.L. c. 44, § 53A, as a separate account and expended by the District for the same purpose as the purpose of the prior gift or grant to the Town, or take any other action relative thereto:

### **SUMMARY**

At the Annual Town Meeting on June 3, 2013, the Acton and Boxborough Town Meetings voted to approve an amended Agreement for a Regional School District for the Towns, the primary purpose of which is to fully regionalize the public schools in the Towns. On July 29, 2013, the Commissioner of Elementary and Secondary Education approved the amended Regional Agreement. The effective date of the amended Regional Agreement is July 1, 2014.

The Selectmen, the Acton Public School Committee, and the Acton-Boxborough Regional School District Committee have executed an Intermunicipal Agreement to address a number of transition issues. One of those issues relates to the disposition of gifts and grants currently held by the Town for school purposes. Subject to appropriation, to all applicable terms and conditions of each grant and gift, and to any necessary judicial or other governmental approvals, this article authorizes the Treasurer to transfer on or after July 1, 2014, the remainder of these existing gift and grant funds to the District to be held pursuant to M.G.L. c. 44, § 53A, as a separate account and expended by the District for the same purpose as the purpose of the prior gift or grant to the Town.

Direct inquiries to:   Dr. Stephen Mills, Superintendent: [smills@abschools.org](mailto:smills@abschools.org) / (978) 264-4700  
Selectman assigned:   : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**           **Board of Selectmen**           **Finance Committee**

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**ARTICLE 22                    MINUTEMAN REGIONAL SCHOOL DISTRICT ASSESSMENT**  
(Majority vote)

To see if the Town will raise and appropriate, and/or transfer and appropriate from available funds, a sum of money to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

**\$757,779**

**SUMMARY**

This article requests funds for the Minuteman Regional Vocational Technical School District Assessment. This assessment, voted by the Minuteman School Committee, is governed by the terms of the Minuteman School District Agreement.

Direct inquiries to:    Dr. Ed Bouquillon, Superintendent: ebouquillon@minuteman.org / (781) 861-6500  
Selectman assigned:    : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**            **Board of Selectmen**            **Finance Committee**

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**ARTICLE 23                    AMEND MINUTEMAN REGIONAL SCHOOL DISTRICT AGREEMENT**  
(Majority vote)

To see if the Town will vote, consistent with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a majority of the Regional School Committee and which have been submitted to the Board of Selectmen of each member town prior to its vote on this article, or take any other action relative thereto.

Direct inquiries to:    Dr. Ed Bouquillon, Superintendent: ebouquillon@minuteman.org / (781) 861-6500  
Selectman assigned:    : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**            **Board of Selectmen**            **Finance Committee**

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**ARTICLE 30                      COMMUNITY PRESERVATION PROGRAM –**  
**(Majority vote)                DIRECT APPROPRIATIONS FROM FUND BALANCE**

To see if the Town will vote to appropriate or set aside for later appropriation, and to authorize and direct the Board of Selectmen and the Town Manager to expend or set aside, from the FY 2012 Community Preservation Fund balances as set forth herein, the amounts listed below for community preservation purposes, with such expenditures to be subject to conditions listed in the Article's Summary and to be further specified in award letters from the Community Preservation Committee, with each item considered a separate appropriation;

, or take any other action relative thereto;

And, whereas Massachusetts General Laws, Chapter 44B requires that the Town appropriate for spending, or set-aside for future spending, from the 2012 Community Preservation Fund Revenues at least 10% for open space, 10% for historic preservation, and 10% for community housing;

And, whereas the recommended appropriations for open space, historic preservation, and community housing each meet or exceed 10% of the 2012 Community Preservation Fund Revenues;

And, whereas Town Meeting may vote to delete or reduce any of the recommended amounts;

Therefore, in the event that recommended amounts are deleted or reduced, vote to appropriate as a set-aside for future spending from the FY 2012 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2012 Community Preservation Fund Revenues for open space (\$99,258.48), not less than 10% of the FY 2012 Community Preservation Fund Revenues for historic preservation (\$99,258.48), and not less than 10% of the FY 2012 Community Preservation Fund Revenues for community housing (\$99,258.48), or take any other action relative thereto.

**SUMMARY**

This article would make appropriations from the Town's Community Preservation Fund balance. All items listed are recommended by the Community Preservation Committee.

Direct inquiries to:    Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 929-6631  
Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**                **Board of Selectmen**                **Finance Committee**

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**ARTICLE 31                      COMMUNITY PRESERVATION PROGRAM –**  
**(Two-thirds vote)                OPEN SPACE ACQUISITION, WRIGHT HILL**

To see if the Town will vote to:

- (a) authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Selectmen may determine, and to accept a deed of fee simple interest in a portion of the real property located at 18 Wright Terrace and depicted on Assessors' Map F-2A as Parcel 1, consisting of approximately 13 ± acres of open space for conservation purposes under M.G.L. c. 44B, the Community Preservation Act;

(b) appropriate the purchase price and all necessary and appropriate transaction costs for said purchase including, without limitation, costs for due diligence, legal services, bonding, conservation restriction and its monitoring and enforcement, and other transaction, acquisition and related costs;

(c) transfer, appropriate and expend, pursuant to the favorable recommendation of the Community Preservation Committee from the existing Open Space Set Aside portion of the Community Preservation Fund balance \$330,000 consistent with this article;

(d) authorize the Treasurer, with the approval of the Selectmen, and pursuant to the favorable recommendation of the Community Preservation Committee, to borrow for a repayment term of not less than 15 years \$990,000 as authorized under the Community Preservation Program pursuant to M.G.L. c. 44B, § 11, and to transfer, appropriate and expend said amount consistent with this article;

(e) raise, appropriate, transfer from available funds or accept gifts and grants of such additional funds as are necessary to accomplish the purposes of this article;

(f) authorize the Selectmen and the Conservation Commission to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts, or the United States, under the Self-Help Act (M.G.L. Chapter 132A § 11) and/or any other state or federal programs including those in aid of conservation land acquisition, and to transfer, appropriate and expend any said amount so received consistent with this article;

(g) authorize and direct the Board of Selectmen to impose a perpetual Conservation Restriction on the open space so acquired, in accordance with M.G.L. c. 44B, § 12(a) and M.G.L. c. 184, §§ 31-33, on such terms and conditions as the Selectmen may determine (the “Conservation Land”);

(h) authorize and direct the Board of Selectmen in accordance with M.G.L. c. 44B, § 12(b), to delegate the management of the Conservation Land to the Conservation Commission subject to the perpetual Conservation Restriction as aforesaid; and

(i) authorize the Selectmen, the Town Manager, the Treasurer, and the Conservation Commission, as appropriate, to enter into all agreements and execute any and all instruments as may be necessary to effect this article;

or take any other action relative thereto.

### **SUMMARY**

With this article the Community Preservation Committee recommends that the Town acquire 13 ± acres of open space located at 18 Wright Terrace for conservation purposes and authorizes the appropriation of CPA Open Space Set Aside funds and borrowing for the cost of this acquisition. This parcel is on the prioritized parcel list of the Town of Acton Open Space and Recreation Plan. Wright Hill is one of nine glacial drumlins in Acton and rises directly to the northwest of West Acton Village. The landscape of the property is a combination of open fields, old orchards and woodlands. The center of Wright Hill is one of Acton’s highest points of land with panoramic views in nearly all directions. The permanent protection of this parcel secures opportunities for trail connections between the West Acton Village center and the Guggins Brook and Jenks Land Conservation Areas. It preserves wildlife habitat and corridors, and a rare upland meadow. This recommended acquisition is conditioned on the Town imposing a perpetual Conservation Restriction on the land and placing it under the care and protection of the Town of Acton

Conservation Commission. It does not include the existing house and about 4.5 acres that will remain with the house.

Direct inquiries to: Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 929-6631  
Selectman assigned: \_\_\_\_\_: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**    **Board of Selectmen**    **Finance Committee**

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**ARTICLE 40 \***  
(Majority vote)

**AMEND TOWN BYLAWS –  
CIVIL FINGERPRINTING FOR LICENSING APPLICANTS**

To see if the Town will vote to amend the General Bylaws, by adding Chapter W, as follows, or take any other action relative thereto:

**Chapter W**  
**Civil Fingerprinting for Municipal Licensing Applicants**

**W-1 Definitions**

“DCJIS” shall mean the Commonwealth’s Department of Criminal Justice Information Services.

“FBI” shall mean the Federal Bureau of Investigation.

“Fitness Determination” shall mean the applicable determination made by the Police Department, following a background check in accordance with this Chapter, regarding the applicant’s suitability for the applicable license.

“Licensing Authority” shall mean the Town department or agency responsible for issuing the applicable license listed in Section W-2.

“Police Department” shall mean the Acton Police Department.

“Policy” shall mean the Town of Acton Civil Fingerprinting Policy for Licensing Applicants established pursuant to Section W-3.6.

“State Police” shall mean the Massachusetts State Police.

**W-2 Authority and Purpose**

The Town adopts Chapter W of the General Bylaw pursuant to Chapter 256 of the Acts of 2010, incorporated as M.G.L. c.6, § 172B1/2, to authorize the Town and the Police Department to conduct State and Federal Fingerprint Based Criminal History checks in accordance with G.L. c. 6, §§ 168 and 172, 28 U.S.C. § 534, and 28 C.F.R. § 20.33 for individuals applying for or in possession of certain licenses including, but not limited to, those engaged in the businesses of:

- Ice Cream Truck Vending pursuant to Bylaw D15; and
- Such other businesses for which the Town may hereafter require applicants to submit fingerprints in connection with a license application.

**W-3 Police Department Procedure for Fingerprinting Background Checks**

The Police Department will comply with the following procedures to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for or in possession of certain licenses including, but not limited to, those engaged in the businesses listed in Section W-2, in addition to those policies and procedures provided by the Policy.

**3.1** An applicant, employee, or volunteer seeking to engage in employment listed in Section W-2 shall submit, if required by the licensing authority, fingerprints taken by the Police Department within the past six (6) months along with a fee of one hundred (\$100.00) dollars.

**3.2** A portion of the fee charged to the applicant by the Police Department for the purpose of enforcing this section, thirty (\$30.00) dollars, as specified in M.G.L. c. 6, § 175B ½, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Town for costs associated with the administration of this Chapter.

**3.3** Upon receipt of the fingerprints and the appropriate fee, the Police Department will transmit the fingerprints to the State Police Identification Unit through the DCJIS and then submit the fingerprints to the FBI for a comparison with national records. The results of the FBI check will be returned to the State Police, which will then disseminate the state and national results back to the Police Department.

**3.4** The Police Department shall review the information received from the FBI and State Police in accordance with this Chapter and provide a Fitness Determination to the applicable Licensing Authority within the Town. In rendering a Fitness Determination, the Police Department will decide whether the record subject has been convicted of (or is pending indictment for) a crime, which bears upon his or her ability or fitness to serve in that capacity, any felony or a misdemeanor, which involved force or threat of force, controlled substances, or was a sex-related offense.

**3.5** Prior to the issuance of a negative Fitness Determination pursuant to Section W-3.4, applicants must be afforded the opportunity to provide additional information to, or challenge the accuracy of, the information contained in the fingerprint-based criminal background check, including in the FBI identification record prior to a decision by the Licensing Authority to deny, revoke, or suspend any license or permit.

**3.6** The Police Department shall establish, by rule or regulation, the Policy as a civilian fingerprinting policy for the purposes of conducting state and national criminal history records checks of persons applying for certain licenses within the Town.

**3.7** A person applying for a license who is required to submit a full set of fingerprints to the licensing authority pursuant to this Chapter may request and receive a copy of his or her criminal history records from the Police Department. Should the license applicant seek to amend or correct his or her record, he or she must contact the DCJIS, the FBI, or their successors, for records from other jurisdictions maintained in their files.

**3.8** The Licensing Authority is authorized to deny any application for, or to revoke, or to suspend any license or permit, including renewals and transfers thereof, for any person who is determined unfit for the license, as determined by the Licensing Authority in accordance with all applicable laws, rules, or regulations, due to the information obtained pursuant to this Chapter.

**3.9** Nothing herein shall limit the Licensing Authority's powers to deny, revoke, suspend, or a condition a license on grounds other than those provided in this Chapter.

#### **W-4 Unauthorized Dissemination of FBI Criminal History Prohibited**

**4.1** FBI or other criminal history obtained by the Police Department, the Town, or any person or department on behalf of the Town pursuant to this Chapter shall not be disseminated except as permitted by the General Bylaws, the Policy, the Town's Identity Theft Prevention & Detection Policy, and any other applicable law or regulation.

**4.2** Agents or employees of the Town that fail to comply with this provision may be subject to sanctions as provided by law, including, where applicable, termination or suspension.

**W-5 Effective Date**

This Chapter shall take effect upon its approval by the Attorney General pursuant to G.L. c. 40, § 32.

**MOTION**

Move that the Town adopt the general bylaw amendments as set forth in the Article.

**SUMMARY**

Several provisions of the General Bylaws permit the Town to conduct criminal history record checks in connection with the issuance of licenses, including Bylaw D15 concerning Ice Cream Truck Vending.

Pursuant to G.L. c. 6, § 172B ½, in order for the Town to conduct state and national criminal history record checks, it must comply with FBI's procedures for conducting such checks, including, without limitation, having a Bylaw in place that (1) authorizes the use of FBI records to conduct state and national criminal history records checks and (2) clearly states that the FBI criminal history will not be disseminated to unauthorized entities. The Commonwealth's Executive Office of Public Safety and Security has issued an informational bulletin that explains the requirements for such bylaws and procedures for obtaining criminal histories. That bulletin is available at:

<http://www.mass.gov/eopss/docs/chsb/civil-fingerprint-june-2011.pdf>

Direct inquiries to: Frank Widmayer, Police Chief: [police@acton-ma.gov](mailto:police@acton-ma.gov) / (978) 264-9638  
Selectman assigned:

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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## **ARTICLE 41 \*      AMEND ZONING BYLAW – FLOOD PLAIN ZONING MAP**

(Two-thirds vote)

To see if the Town will vote to amend the zoning bylaw and zoning map, effective July 7, 2014, as follows:

A. Delete the 2<sup>nd</sup> bulleted paragraph in Section 2.2 (Zoning Map) and replace it with the following:

- “Flood Insurance Rate Map” (FIRM) for Middlesex County issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program (NFIP), dated and effective beginning on July 7, 2014, Scale 1" = 500', consisting of the 14 map panels that are wholly or partially within the Town of Acton, designated herein as Map Number 2, and enumerated by FEMA as panels: 25017C0238F, 25017C0239F, 25017C0241F, 25017C0242F, 25017C0243F, 25017C0244F, 25017C0351F, 25017C0352F, 25017C0353F, 25017C0354F, 25017C0356F, 25017C0357F, 25017C0358F and 25017C0366F; and including the Middlesex County Flood Insurance Study (FIS) report dated July 7, 2014.

*[Note – this paragraph currently reads as follows:*

- “Flood Insurance Rate Map” (FIRM) for Middlesex County issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program (NFIP), dated and effective beginning on June 4, 2010, Scale 1" = 500', consisting of the 14 map panels that are wholly or partially within the Town of Acton, designated herein as Map Number 2, and enumerated by FEMA as panels: 25017C0238E, 25017C0239E, 25017C0241E, 25017C0242E, 25017C0243E, 25017C0244E, 25017C0351E, 25017C0352E, 25017C0353E, 25017C0354E, 25017C0356E, 25017C0357E, 25017C0358E and 25017C0366E; and including the Middlesex County Flood Insurance Study (FIS) report dated June 4, 2010.]

B. Amend Section 4.1 (Flood Plain District) as follows:

1. At the end of the lead paragraph of section 4.1, change the date from “June 4, 2010” to “July 7, 2014”.
2. In both Subsections 4.1.3 and 4.1.3.1, change the date from “June 4, 2010 to “July 7, 2014”.
3. In subsection 4.1.9.2, delete “120.G” after “780 CMR”.


, or take any other action relative thereto.

### **MOTION**

Move that the Town adopt the zoning bylaw amendments as set forth in the Article.

### **SUMMARY**

The Federal Emergency Management Agency (FEMA) has updated the Flood Insurance Rate Map (FIRM, also commonly referred to as flood plain maps) for Massachusetts counties, including Middlesex County, in which Acton lies. The new FIRMs are scheduled to go into effect in July 7, 2014. This article adopts the FIRM panels for Acton as part of the Town of Acton Zoning Map together with the new Flood Insurance Study (FIS) for Middlesex County so far as applicable to Acton. Failure to adopt the new FIRM and FIS into the Acton zoning bylaw will result in the loss of flood insurance for Acton property owners.

The old (2010) and the new (shown as Draft 2013) FIRM delineations are depicted on the Town of Acton website’s ([www.acton-ma.gov](http://www.acton-ma.gov)) public interactive GIS/Mapping tool. Click on GIS/Mapping tool; Go Directly to Map; use Interactive Map tab; check Flood Zones; then click on  at the Flood Zones check to expand the legend; then click refresh. Use the Zoom and the Hand tools to navigate the map for viewing details.

The last part of the article updates a Massachusetts Building Code reference to reflect the changes in the most recent (8<sup>th</sup>) edition of the building code.



Direct inquiries to: Roland Bartl, AICP, Town Planner – (978) 929-6631  
Selectman assigned:

**Recommendations:**      Board of Selectmen      Finance Committee      Planning Board

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**ARTICLE 42            AMEND ZONING BYLAW – BICYCLE PARKING**  
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw Section 6.3 – Minimum Parking Space Requirements by Use by inserting a new subsection 6.3.7 as follows:

6.3.7 Bicycle Parking –Off-street vehicle parking facilities shall provide bicycle parking spaces as follows:

- 6.3.7.1 Bicycle parking spaces shall be located within the vehicle parking lot or facility as close as possible and within plain sight of the main BUILDING entrance or entrances without displacing required parking spaces for persons with disabilities. They shall be principally part of and accessible from the vehicle parking lot or facility rather than part of the sidewalk and walkway system.
- 6.3.7.2 Each bicycle parking space shall measure at least 2.5 feet in width by 6 feet in length with at least one 4-foot wide maneuvering aisle perpendicular to the length.
- 6.3.7.3 Each bicycle parking space shall feature a securely anchored rack (ground-mounted inverted-U with cross bar, or similar shape or functionality) high enough to support the entire height of a bicycle frame, to allow locking of the bicycle frame to the rack in more than one location, and to prevent the rack from being a tripping hazard when empty.
- 6.3.7.4 Bicycle parking spaces shall be protected from motor vehicles with solid barriers such as posts or bollards.
- 6.3.7.5 Bicycle parking spaces shall be provided for all USES, except single and two-FAMILY Dwellings, at a rate of not less than one (1) bicycle parking space for each twenty (20) motor vehicle parking spaces in the parking facility, but never less than two (2) bicycle parking spaces; and no parking facility shall be required to have more than thirty (30) bicycle parking spaces overall.
- 6.3.7.6 The first two (2) through (6) bicycle parking spaces provided in compliance with this section shall reduce by one space the minimum off-street motor vehicle parking requirement set forth in section 6.3.1 above, and each additional six (6) bicycle parking spaces so provided shall further reduce said motor vehicle parking requirement by one (1) space.

**MOTION**

Move that the Town adopt the zoning bylaw amendments as set forth in the Article.

**SUMMARY**

This article establishes formal bicycle parking requirements alongside the existing parking requirements for motor vehicles.

Direct inquiries to: Roland Bartl, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 929-6631  
Selectman assigned:

**Recommendations:**      Board of Selectmen      Finance Committee      Planning Board

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**ARTICLE 46 \*      ACCEPT TRAIL EASEMENT – NEW VIEW/GREGORY LANE**

(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept a deed of an easement interest for purposes of establishing and maintaining a trail for public pedestrian use, on such terms and conditions and in such final locations as the Selectmen may determine, on land .....

(placeholder article requested Jim Snyder-Grant/Land Stewardship Committee, details to be provided by Jim)

... ; and further to see if the Town will raise, appropriate, transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

**SUMMARY**

Information available so far (per Jim Snyder-Grant):

“Two related trail easements, one from the New View Condominium Association and one from the Gregory Lane Homeowners Association, to allow for a new trail connecting Guggins Brook conservation area to Gregory Lane. Background: Gregory Lane starts at the part of Mass Ave that has sidewalks all the way to West Acton Center, so this new proposed trail allows a walking loop through West Acton Town Center and the Guggins Brook conservation area, using the existing trail (and trail easement) from Central Street in to Guggins Brook.”

Direct inquiries to: Roland Bartl, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 929-6631  
Selectman assigned:

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE 47 \*      AUTHORIZE EASEMENT – GROENER CONSERVATION LAND**

(Two-thirds vote)

[Counsel reviewing necessity / language]

**MOTION**

**SUMMARY**

Direct inquiries to:

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee

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**ARTICLE 48 \*      ACCEPT UTILITY EASEMENT – MASSACHUSETTS AVENUE**

(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept deeds of easement interests for utility purposes from Mustard Seed Properties, LLC (or a successor entity), on such terms and conditions as the Selectmen may determine, on Parcel 128 on Town Atlas Map F-3 (said lot is numbered 400 Massachusetts Avenue and is shown on a plan entitled, “Easement Exhibit Plan, 400 Massachusetts Avenue, Lots 118-2 & 128, Map 3F Town of Acton, Town of Acton, Middlesex County, Commonwealth of Massachusetts”, Scale 1”=80’”, dated February 11, 2014, prepared by Control Point Associates, Inc. that is on file with the Acton Engineering Department and is to be recorded with the Middlesex South District Registry of Deeds); and to abandon and terminate the Town’s right, title and interest in an existing 20 foot wide utility easement, on such terms and conditions as the Selectmen may determine, as shown on a plan entitled “Easement Plan of Land in Acton, Massachusetts (Middlesex County)” For: Woodard & Curran, Scale 1”=40’”, dated March 20, 2000, prepared by Stamski & McNary, Inc. and recorded at the Middlesex South District Registry of Deeds as Plan 424 of 2000 in Book 31346, Page 365; or take any other action relative thereto.

**SUMMARY**

An affirmative vote on this article will abandon an existing utility easement on the southerly side of Massachusetts Avenue on Parcel 128 on Town Atlas Map F-3 (400 Massachusetts Ave) and create a new utility easement along the side property line. The existing utility easement needs to be relocated in order to encompass the existing municipal sewer that was installed at 400 Massachusetts Ave. Plans of the proposed easement are available for viewing at the Acton Engineering Department.

Direct inquiries to:

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee

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**ARTICLE 49 \*      ACCEPT LAND GIFT**

(Two-thirds vote)

12/12/2013 Open Space memo  
Patriots, Meadowbrook, Newtown, Arlington  
Milldam Properties gifted to the Town

Direct inquiries to

Selectman assigned: : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee

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**ARTICLE 50 \*      ACCEPT SIDEWALK EASEMENTS**

(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept deeds of easement interests for sidewalks along the frontage on the following public ways for all purposes which streets, sidewalks and ways are now or hereafter used in the Town, on such terms and conditions as the Selectmen may determine and in a final location or locations as the Selectmen may determine, on, across, over, and/or under the following land:

and further see if the Town will raise, appropriate, transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

**MOTION**

Move that the Town authorize the acquisition of the easements as set forth in the Article.

**SUMMARY**

These easements would provide the Town sufficient width along the Town roads for the sidewalks. These easements are needed due to the fact that there is insufficient room within the limits of the public way for the sidewalks given the location of the road pavement and the abutting properties.

Direct inquiries to      Corey York, Public Works Director: [engineering@acton-ma.gov](mailto:engineering@acton-ma.gov) / (978) 929-6630  
Selectman assigned:    : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE 51 \*      HIGHWAY REIMBURSEMENT PROGRAM (CHAPTER 90)**

(Majority vote)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for highway improvements under the authority of Massachusetts General Law, Chapter 90, and any other applicable laws, or take any other action relative thereto.

**MOTION**

Move that the Town authorize the Town Manager to accept Highway funds from all sources and that such funds are hereby appropriated for highway purposes.

**SUMMARY**

Each year, the State provides communities with reimbursement for certain highway projects. The State Legislature annually establishes the level of highway improvement funds available to cities and towns under the so-called “Chapter 90” Program. This process is not completed until after Acton’s Annual Town Meeting; therefore, we are unable to specify a dollar amount at Town Meeting. State law requires that these State Highway Reimbursement Funds be appropriated by Town Meeting. The purpose of this article is to make that appropriation and allow the town to fully utilize whatever level of appropriation the State may make available during the upcoming fiscal year. If Town Meeting were to not adopt this article, it is conceivable that monies allocated to Acton may be redistributed to State projects or other cities and towns.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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## **ARTICLE 52 \*        INSURANCE PROCEEDS**

(Majority vote)

To see if the Town will vote to appropriate the proceeds of any insurance policy reimbursements of costs incurred as a result of any covered loss, including without limitation any liability insurance, property insurance, casualty insurance, workers' compensation insurance, health insurance, disability insurance, automobile insurance, police and fire injury and medical costs, and any other insurance of any name and nature whatsoever, or take any other action relative thereto.

### **MOTION**

Move that the Town Manager is authorized to accept insurance proceeds of any name and nature whatsoever from all sources and such funds are hereby appropriated.

### **SUMMARY**

According to Massachusetts General Law, reimbursements received from insurance carriers in excess of \$20,000 require appropriation. This article would authorize the Town Manager to expend such reimbursements.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**        **Board of Selectmen**        **Finance Committee**

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## **ARTICLE 53 \*        GIFTS OR GRANTS**

(Majority vote)

To see if the Town will vote to appropriate the proceeds of any gifts or grants accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, and that, consistent with the requirements of Massachusetts General Law, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, for the stated purposes of the gifts or grants, or take any other action relative thereto.

### **MOTION**

Move that the proceeds of any gifts or grants from any source accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, are hereby appropriated for the stated purposes of the gifts or grants, and may be expended with the approval of the Board of Selectmen or otherwise as stated in Section 53A.

### **SUMMARY**

Section 53A authorizes Town officers and departments to accept "grants or gifts of funds from the Federal Government and from a charitable foundation, a private corporation, or an individual, or from the commonwealth, a county or municipality or an agency thereof" and to expend said funds for the purposes of such grant or gift with the approval of the Board of Selectmen or otherwise as specified in the statute. The Department of Revenue has taken the position that such funds may require appropriation in certain circumstances. This Article provides that appropriation so that those funds may be expended for their stated purposes.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**        **Board of Selectmen**        **Finance Committee**

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## **ARTICLE 54 \*      FEDERAL AND STATE REIMBURSEMENT AID**

(Majority vote)

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other occurrence, and that, consistent with the requirements of Massachusetts General Law, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, or take any other action relative thereto.

### **MOTION**

Move that the Town Manager is authorized to accept federal and state reimbursement funds from all sources and that such funds are hereby appropriated for the purposes outlined by such reimbursement.

### **SUMMARY**

The Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management Agency (MEMA) each provide planning and mitigation monies to cities and towns, and each reimburses for certain costs during declared emergencies. In addition, monies may be distributed for Homeland Defense, other Federal programs and other State programs. This article would authorize the Town to expend all such monies.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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## **ARTICLE 55 \*      PERFORMANCE BONDS**

(Majority vote)

To see if the Town will vote to appropriate the proceeds of any performance bonds for the purposes stated in said bonds available as a result of any default, non-performance or other covered conditions, or take any other action relative thereto.

### **MOTION**

Move that the Town appropriate the proceeds of any performance bonds, for the purposes stated in said bonds, available as a result of any default, non-performance or other covered conditions.

### **SUMMARY**

The Department of Revenue has issued an opinion that the Town cannot expend performance bonds without appropriation. This article would authorize the Town Manager to expend funds secured from performance bonds provided by or on behalf of contractors and others to secure the performance of obligations by such persons to the Town.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: : [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**

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**ARTICLE 56 \*      SALE OF FORECLOSED PROPERTIES**

(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to dispose of foreclosed properties acquired by the Town for nonpayment of taxes in accordance with the provisions of Massachusetts General Laws, or take any other action relative thereto.

**MOTION**

Move in the words of the Article.

**SUMMARY**

This article grants authority to the Board of Selectmen to sell and convey properties that the Town has obtained via tax foreclosure.

Direct inquiries to:    Stephen G. Barrett, CPA, Finance Director  
                                 treasurer@acton-ma.gov / (978) 929-6623

Selectman assigned:    : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee

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**ARTICLE 57 \*      ELDERLY TAX RELIEF –  
(Majority vote)      REAUTHORIZE CHAPTER 73 OF THE ACTS OF 1986**

To see if the Town will vote to continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions, or take any other action relative thereto.

**MOTION**

Move that the Town continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions.

**SUMMARY**

This is a reauthorization of an ongoing program of tax relief for certain qualifying individuals that was first adopted by Town Meeting in 1999. Section 4 of Chapter 73 of the Acts of 1986 authorized Towns that annually accept the provisions of this law to grant additional real estate tax exemptions for qualifying individuals. These additional exemptions are available to the elderly, disabled or veterans who qualify for property tax exemptions under Clauses 17, 17C, 17C½, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B and 41C of Section 5, Chapter 59 of the Massachusetts General Laws. This article will continue to provide additional tax relief to qualified individuals by increasing the exemptions to the maximum allowable under the law.

Direct inquiries to:    Brian McMullen, Assistant Assessor: assessor@acton-ma.gov / (978) 929-6621  
Selectman assigned:    : bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee

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And you are directed to serve this Warrant by posting attested copies thereof fourteen days at least before the time of said meeting, in not less than six public places in Town, to be designated by the Board of Selectmen.

Hereof fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at or before the time of said meeting.

Given under our hands at Acton this eighteenth day of March, 2014.

Janet K. Adachi, Chair  
Mike Gowing, Vice-Chair  
Katie Green  
John Sonner  
David Clough

**Board of Selectmen**

A true copy, Attest:



Constable of Acton

## *Glossary of Terms Commonly Used in Municipal Finance*

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**Abatement:** A complete or partial cancellation of a tax bill imposed by a governmental unit; applicable to tax levies and special assessments.

**Appropriation:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended. Any amount that is appropriated may be encumbered.

A warrant article appropriation is carried forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.

**Assessed Valuation:** The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value", certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

**Audit:** Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA or public accountant, or elected auditor meets this test.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or government unit at a specified date.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. A budget may be preliminary (the financial plan presented to the town meeting) or final (the plan approved by that body).

**Capital Budget:** A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget.

**Capital Exclusion:** A vote to exclude from the levy limit the cost of a capital project. This exclusion only affects the levy limit for the year in which the project was undertaken.

**Cemetery Land Fund:** A fund established to which revenues are earmarked for the acquisition of land development costs on designated cemetery land purchases.

**Cherry Sheet:** An annual statement received from the Massachusetts Department of Revenue detailing estimated receipts for the next fiscal year for the various state aid accounts and estimated state and county government charges payable by the Town in setting the tax rate. The actual receipts and charges may vary from the estimates.

**Classification:** The division of the real estate tax and personal property voted by the Selectmen. The Selectmen may choose one rate for residences, another rate for business, and another rate for open space.

**Debt Exclusion:** A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt only.

**Debt Service:** Payment of interest and principal related to debt.

**Encumbrance:** Obligations such as purchase orders, contracts, salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved.

**Enterprise Fund:** A fiscal entity with a self-balancing set of accounts that is utilized to account for a governmental service when it is the intent to recover the total costs of service, including depreciation, primarily through user charges and may be supplemented by taxes.

**Equalized Valuation:** The value of all property as determined by the Commissioner of Revenue biennially, to place all property in the state upon an equal footing, regardless of date of assessment.

**Excess and Deficiency:** Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is based on a year-end balance sheet which is submitted to the Department of Revenue by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

**Expenditure:** The spending of money by the town and schools for the programs or projects within the approved budget.

**FTE:** A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

**Fiscal Year ("FY"):** A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; for example, FY09 or FY 2009 is the fiscal year which begins July 1, 2008 and ends June 30, 2009.

**Free Cash:** Certified each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash but rather is approximately the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes.

**Fund:** An accounting entity with a self-balancing set of accounts that is segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

**General Fund:** The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

**General Obligation Bonds:** Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

**Joint Labor Management Negotiation Process:** A negotiation process available to Police and Fire Unions, which utilizes Commonwealth of Massachusetts' mediators and arbitrators. If an arbitration decision is issued, it is binding upon the Executive Branch (The Board of Selectmen and Management

Staff). Further, the Executive Branch must fully support such an arbitration decision before Town Meeting, even if they believe such a decision is not in the best interest of the Town.

**Overlay:** The amount raised from the property tax levy in excess of appropriations and other charges. It is used to cover abatements and exemptions granted locally or on appeal, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

**Override:** A vote to increase the amount of property tax revenue that may be raised over the levy limit.

**Personnel Services:** The cost of salaries, wages and related employment benefits.

**Purchased Services:** The cost of services that are provided by a vendor.

**Property Tax Bill:** The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation, for example:

House Value:	\$ 300,000	
Tax rate:	\$ 10	which means \$10 per thousand
Levy:	\$ 10	multiplied by \$300,000 and divided by \$1,000
Result:	\$ 3,000	

**Raise:** A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

**Reserve Fund:** A fund appropriated each year that may be used only by vote of the Finance Committee for “extraordinary or unforeseen expenditures.”

**Revolving Fund:** Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund, and expenditures can be made without appropriation with the approval of the Town Manager. Revolving funds are established by state law or town bylaw. Some revolving funds must be annually reauthorized by Town Meeting.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Stabilization funds may be established for different purposes, and interest generated by such funds is added to and becomes part of the stabilization fund. A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money into or out of the stabilization fund.

**Tax Levy:** Total amount of dollars assessed in property taxes imposed by the Town each fiscal year.

**Unreserved Fund Balance or Surplus Revenue Account:** The amount by which cash, accounts receivable and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as “accounts receivable” may be taxes receivable and uncollected. (See Free Cash)

**Warrant:** A list of matters to be acted on by Town Meeting.

# *Town Meeting Parliamentary Procedure*

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Town Meeting is an old and honored tradition in New England. After more than 200 years we can say it still works – it does its job – and hopefully it’s more than a little enjoyable for you, the voters. It’s also the only form of government where the leaders must face the citizenry directly to answer all reasonable queries – and perhaps even some not so reasonable! However, to work well it must have rules of order – and it does. Town Meetings operate under what is generally called “parliamentary procedure” – in our case, as spelled out in Town Meeting Time. Unfortunately, this wonderful little book is widely read only by Moderators, Town Clerks, Town Counsels and a few others with unusual tastes. In addition to such formal procedures Town Meetings also are subject to relatively arbitrary rules of order set forth by the Moderator and precedent. The following information puts forth the most widely used of these “rules of the road” as an effort to help you enjoy and participate in our Town Meetings.

## **Moderator’s Rules**

These are quite arbitrary, but hopefully are consistently applied:

1. Any registered voter may speak to any article, but all must speak politely and respectfully to other voters and members of town boards. Civility is required at all times.
2. Since many voters may wish to speak, brevity of comment is appreciated. In addition, speakers are encouraged to add new points to the debate as opposed to repeating what others have already stated.
3. Voters may speak to an issue more than once, but generally “first time” speakers will be recognized before “repeaters”.
4. Remember to listen closely to the motion as stated. The motion puts the warrant article “in play” and it is the motion that is voted on, not the article as written in the warrant. However, there should be a strong similarity between motion and article.
5. Most motions must be “seconded”. Seconding motions is an easy way for newcomers to participate in the meeting. One does not even need to stand or be directly recognized. Generally calling out “second” at the right time will suffice.
6. Voting is most often done by voice. As the Moderator’s hearing fails, “standing” counts may be taken. The last resort, due to time constraints, is to take a counted vote by teller.
7. Although not encouraged, the Moderator’s judgment can be questioned as to the accuracy of the vote as announced. If seven (7) people request a “recount” of a voice or standing votes, it shall be done.
8. The Moderator will generally accept the motion to “move the previous question”, or more easily understood, “to cut off debate.” Many people think this motion is somewhat unfair, but it has been my experience that, more often than not, it is passed unanimously or by overwhelming numbers. In the past, the Moderator has been accused of knowing who plans to make such a motion – generally such accusations are accurate!
9. After a motion has been made and seconded, the mover of the motion speaks first, followed by the appropriate Town Boards (generally the Selectmen and the Finance Committee) who state their opinions. The motion is then available for general discussion – pro, con, or questions.
10. Other than when seconding a motion or requesting a point of order, speakers must be recognized by the Moderator before they launch into their point or question. For the most part this “rule of the road” is rigorously enforced.

## More Formal Parliamentary Procedure

There are many types of motions that may come before a meeting. The table below is far from all-inclusive, but indicates the most commonly used motions.

Motion	Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt
<b>Dissolve</b>	Yes	No	No	Majority	No	No
<b>Fix the Time to Adjourn</b>	Yes	Yes	Yes	Majority	Yes	No
<b>Lay on the Table</b>	Yes	No	No	Two-thirds	Yes	No
<b>Previous Question</b>	Yes	No	No	Two-thirds	No	No
<b>Limit Debate</b>	Yes	No	No	Two-thirds	Yes	No
<b>Postpone to a Time Certain</b>	Yes	Yes	Yes	Majority	Yes	No
<b>Amend</b>	Yes	Yes	Yes <sup>1</sup>	Majority	Yes	No
<b>Postpone Indefinitely</b>	Yes	Yes	No	Majority	Yes	No
<b>Point of Order</b>	No	No	No	None	No	Yes
<b>Main Motion</b>	Yes	Yes	Yes	Varies	Yes	No
<b>Reconsider <sup>2</sup></b>	Yes	Yes	No	Two-thirds	No	No

1 In Acton, we generally do not accept amendments to amendments – too confusing.

2 Controlled by Town bylaw – 2/3 Vote same night; 3/4 Vote, plus posting ensuing nights.

Some of the motions listed above may not be totally understandable in table form only. The following elaboration may help.

The motion to *dissolve* ends the Town meeting and is appropriate only when all business is completed.

*Fix the time to adjourn* is a motion often made by the Selectmen and indicates when a given Town Meeting session will end and when the next session will begin.

*Lay on the table* is a motion used to end debate temporarily or permanently on a given motion. A motion laid on the table may remain there forever, or may be retrieved by the appropriate “take from the table” vote.

*The previous question* cuts off debate immediately and causes a vote on the article or amendment under discussion.

*Limit debate* is a motion generally used to put a specific time limit on a motion or time limits on individual speakers.

*Postpone to a time certain* is a motion generally used to rearrange the order of the articles (or a single article) in the warrant.

***Amend*** – Many types of motions can be amended or altered to bring them to an even higher state of perfection. Of course, since amendments are a little like “beauty being in the eye of the beholder,” they sometimes fail to pass. In any event, after the amendment is disposed of by a vote, the primary motion, either so amended or not, comes back to the assemblage for further discussion and vote.

***Postpone Indefinitely*** serves the same basic purpose as laying a motion on the table except that it is debatable and requires only a majority vote. If the postpone motion carries, the motion to which it applies is dead – in parliamentary terms, at least.

***Point of Order*** – Anyone at any time may rise to a point of order and interrupt the speaker, simply stating, “Point of order, Mr. Moderator.” The Moderator will immediately stop discussion, listen to the point of order and rule on its validity. Points of order may relate to many issues, for example, the right of a speaker to the floor, proper procedures, indecorous conduct or rarely, but within the realm of possibility, some error that the Moderator is committing.

***Main Motions*** are made when no other business is pending and are the devices used to bring the warrant articles to the Town Meeting floor for discussion.

***Reconsideration*** may be used to bring an article (or motion) which has already been disposed of back for a second time. If reconsideration is passed, it nullifies the previous vote and the article is re-discussed and re-voted. Many people feel that reconsideration is unfair, but it is a valid procedure and is occasionally used. In Acton, a Town Bylaw controls the vote quantum rather than Town Meeting Time. Anyone who wishes to reconsider a motion, particularly on a different night from the original vote, would be well advised to consult the Town Clerk on proper procedures.

Parliamentary procedure is not really complex, but the rules, like the rules of golf, do not always make sense. However, they should be consistently applied. If they are, then the Town Meeting can conduct its business in both an orderly and a fair fashion.

I hope this small treatise is helpful to you and adds to your understanding and enjoyment of a most precious right – TOWN MEETING.

Don MacKenzie  
Town Moderator



## *Internet & Telephone References*

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Official Town of Acton Web Site	<a href="http://www.acton-ma.gov">http://www.acton-ma.gov</a>
Document Management System ("Docushare")	<a href="http://doc.acton-ma.gov">http://doc.acton-ma.gov</a>
Geographic Information System ("GIS")	<a href="http://www.acton-ma.gov/gis">http://www.acton-ma.gov/gis</a>

The Town maintains electronic mail distribution groups for all Boards, Committees and Commissions, as well as Departments. These groups are commonly referred to as "e-mail shells."

E-mails sent to shells are automatically forwarded to all members of the committee who have provided their e-mail address to the Town.

**Using e-mail does *not* satisfy Open Meeting Law requirements (Massachusetts General Laws, Chapter 39, Section 23B). Please direct questions regarding this law to the Town Clerk.**

To use a shell, send your e-mail to the address listed in the center column of this table. When replying to an e-mail sent to a shell, it is recommended that you use the "Reply to All" function of your e-mail program so that all members are copied on your reply.

Town offices converted to a voice-over-IP telephone system in 2010. Below are the new telephone numbers associated with each department and committee. Old numbers will continue to work for a period of time.

<u>Department, Board or Committee</u>	<u>E-mail address</u>	<u>Telephone</u>
Acton 2020 Implementation Committee	<a href="mailto:acton2020@acton-ma.gov">acton2020@acton-ma.gov</a>	(978) 929-6631
Acton Community Housing Corporation	<a href="mailto:achc@acton-ma.gov">achc@acton-ma.gov</a>	(978) 929-6611
Acton Leadership Group	<a href="mailto:alg@acton-ma.gov">alg@acton-ma.gov</a>	(978) 929-6611
Acton-Boxborough Cultural Council	<a href="mailto:abcc@acton-ma.gov">abcc@acton-ma.gov</a>	(978) 929-6611
Appeals, Board of	<a href="mailto:boa@acton-ma.gov">boa@acton-ma.gov</a>	(978) 929-6631
Assessor Department	<a href="mailto:assessor@acton-ma.gov">assessor@acton-ma.gov</a>	(978) 929-6621
Assessors, Board of	<a href="mailto:bas@acton-ma.gov">bas@acton-ma.gov</a>	(978) 929-6621
Building Department	<a href="mailto:building@acton-ma.gov">building@acton-ma.gov</a>	(978) 929-6633
Cable Advisory Committee	<a href="mailto:cac@acton-ma.gov">cac@acton-ma.gov</a>	(978) 929-6612
Cemetery Department	<a href="mailto:cemetery@acton-ma.gov">cemetery@acton-ma.gov</a>	(978) 929-6642
Citizens' Library Department, West Acton	<a href="mailto:wacl@acton-ma.gov">wacl@acton-ma.gov</a>	(978) 929-6654
Clerk Department, Town	<a href="mailto:clerk@acton-ma.gov">clerk@acton-ma.gov</a>	(978) 929-6620
Collector Department	<a href="mailto:collector@acton-ma.gov">collector@acton-ma.gov</a>	(978) 929-6622
Commission on Disability	<a href="mailto:cod@acton-ma.gov">cod@acton-ma.gov</a>	(978) 929-6633
Community Preservation Committee	<a href="mailto:cpc@acton-ma.gov">cpc@acton-ma.gov</a>	(978) 929-6631
Conservation Commission	<a href="mailto:conscom@acton-ma.gov">conscom@acton-ma.gov</a>	(978) 929-6634
Council on Aging	<a href="mailto:coa@acton-ma.gov">coa@acton-ma.gov</a>	(978) 929-6652
Council on Aging Department (Senior Center)	<a href="mailto:seniorcenter@acton-ma.gov">seniorcenter@acton-ma.gov</a>	(978) 929-6652
Design Review Board	<a href="mailto:drb@acton-ma.gov">drb@acton-ma.gov</a>	(978) 929-6631
Economic Development Committee	<a href="mailto:edc@acton-ma.gov">edc@acton-ma.gov</a>	(978) 929-6631
Emergency Management Agency	<a href="mailto:ema@acton-ma.gov">ema@acton-ma.gov</a>	(978) 929-7730
Engineering Department	<a href="mailto:engineering@acton-ma.gov">engineering@acton-ma.gov</a>	(978) 929-6630
Finance Committee	<a href="mailto:fincom@acton-ma.gov">fincom@acton-ma.gov</a>	(978) 929-6611
Finance Department	<a href="mailto:finance@acton-ma.gov">finance@acton-ma.gov</a>	(978) 929-6624
Fire Department	<a href="mailto:fire@acton-ma.gov">fire@acton-ma.gov</a>	(978) 929-7722
Green Advisory Board	<a href="mailto:gab@acton-ma.gov">gab@acton-ma.gov</a>	(978) 929-7744
Health, Board of	<a href="mailto:boh@acton-ma.gov">boh@acton-ma.gov</a>	(978) 929-6632

Health Department	health@acton-ma.gov	(978) 929-6632
Health Insurance Trustees	hit@acton-ma.gov	(978) 929-6611
Highway Department	highway@acton-ma.gov	(978) 929-7740
Historic District Commission	hdc@acton-ma.gov	(978) 929-6631
Historical Commission	hc@acton-ma.gov	(978) 929-6631
Human Resources Department	hr@acton-ma.gov	(978) 929-6613
Information Technology Department	it@acton-ma.gov	(978) 929-6612
Land Stewardship Committee	lsc@acton-ma.gov	(978) 929-6634
Manager Department, Town	manager@acton-ma.gov	(978) 929-6611
Memorial Library Department	library@acton-ma.gov	(978) 929-6655
Memorial Library Trustees	mlt@acton-ma.gov	(978) 929-6655
Morrison Farm Committee	mc@acton-ma.gov	(978) 929-6634
Municipal Properties Department	mp@acton-ma.gov	(978) 929-7744
Natural Resources Department	nr@acton-ma.gov	(978) 929-6634
Nursing Department	nursing@acton-ma.gov	(978) 929-6650
Open Space Committee	osc@acton-ma.gov	(978) 929-6634
Parking Clerk	parkingclerk@acton-ma.gov	(978) 929-6611
Planning Board	pb@acton-ma.gov	(978) 929-6631
Planning Department	planning@acton-ma.gov	(978) 929-6631
Police Department	police@acton-ma.gov	(978) 929-7711
Public Ceremonies Committee	pcc@acton-ma.gov	(978) 929-6611
Recreation Commission	reccom@acton-ma.gov	(978) 929-6640
Recreation Department	recreation@acton-ma.gov	(978) 929-6640
School Committee, A-B Regional	ab_school_committee@abschools.org	(978) 264-4700
School Committee, Acton Public	aps_school_committee@abschools.org	(978) 264-4700
School Committee, Minuteman		(781) 861-6500
Selectmen, Board of	bos@acton-ma.gov	(978) 929-6611
Senior Taxation Aid Committee	stac@acton-ma.gov	(978) 929-6621
Sidewalk Committee	sidewalks@acton-ma.gov	(978) 929-6630
South Acton Train Station Advisory	satsac@acton-ma.gov	(978) 929-6630
Town Report Committee	trc@acton-ma.gov	(978) 929-6611
Transportation Advisory Committee	tac@acton-ma.gov	(978) 929-6630
Treasurer's Advisory Committee	trac@acton-ma.gov	(978) 929-6611
Veterans Service Officer	vso@acton-ma.gov	(978) 929-6614
Volunteer Coordinating Committee	vcc@acton-ma.gov	(978) 929-6611
Water Resources Advisory Committee	wrac@acton-ma.gov	(978) 929-6632

# Emergency Notification Systems

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The Town of Acton is committed to delivering timely and important information to its residents. Several emergency notification systems are operational within the Town of Acton providing varying degrees of information for those who need it.

Examples of Emergency Notifications include:

- Shelter Locations
- Missing Persons
- Utility Outages
- Bomb Threats
- Road Closures
- Other emergency incidents where rapid and accurate notification is essential for life safety
- Evacuation Notices
- Floods
- Fires
- Drinking Water Contamination
- Hazardous Materials Incidents



## Blackboard Connect (Previously Connect-CTY)

The Blackboard Connect system is a high-speed telephone communication service for emergency notifications. The system allows authorized Town officials to disseminate voice messages to every telephone number stored in the notification database in a matter of minutes. Additionally the system allows us to target specific geographic areas of the Town such as individual neighborhoods or a defined radius around an incident.

While we receive telephone record updates from Verizon to populate our contact database, no one should automatically assume his or her phone number or e-mail address is included. Just as citizens may choose to opt *out* of these notifications, citizens in these categories are particularly invited to *add* their information to the database:

- Use a cellular phone as their primary phone
- Have unlisted phone numbers
- Have changed their phone number or address within the last year
- Have recently moved, but kept the same listed or unlisted phone number
- Wish to receive text and/or email messages in addition to telephone calls
- Receive their phone service over the internet (e.g. Verizon FIOS, Comcast XFINITY, Vonage)

In recent years, many people have converted their telephone service to Internet-based voice-over-IP systems such as Vonage, Comcast XFINITY, and Verizon FIOS. While traditional land-lines are powered from the phone company's central office, these newer technologies rely on power supplied at the premise. These services typically connect through a device in the home that is equipped with a backup battery that will last about four to eight hours. That means corded phones using this service will work without your home's electric power for a limited amount of time. For this reason, it is strongly recommended that you register your cellular phone number in addition to your primary home number. During extended power outages, the Town has opened public "charging stations" where residents can charge their cellular phones and other electronic devices at Town facilities that are backed up by generator power.

We encourage residents to update their own information including adding cell phone numbers and e-mail addresses by visiting the Town's website at <http://www.acton-ma.gov/cty>. Here, you can register,

review, and update your contact information. Residents without access to the Internet may accomplish this by calling the **Information Technology Department** at (978) 929-6612 or by visiting Town Hall.

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## Town Web Site

The Town's official website is continually updated with emergency information as soon as it is made available. We encourage residents to utilize the "Notify Me" feature to receive e-mail alerts when emergency information is added or updated on our site. You can do this by visiting the website at <http://www.acton-ma.gov> and clicking on the 'Notify Me by E-mail' link.

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## Mobile Message Boards

The Town maintains three trailer mounted, solar powered LED message boards. They are routinely used to alert motorists to road closures and construction work, to announce Town meetings and events, direct traffic during elections and special events and, most importantly, display pertinent instructions and information during emergency situations. While the mobile message boards can be dynamically deployed, during a Town-wide emergency such as weather related event these boards will primarily be staged at the following locations:

- Acton Public Safety Facility – 371 Main Street
  - The intersection of Great Road and Main Street (Routes 2A and 27)
  - The School Campus entrance, Massachusetts Avenue (Route 111) at Charter Road
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## Acton TV Government Cable Channel

The Town of Acton Government Cable Channel will be continually updated with the latest emergency instructions and notifications. The Government Channel can be found on the following channels depending on your cable system provider:

**Comcast:** Channel 99

| **Verizon FIOS:** Channel 41

# Volunteer Application

## VOLUNTEER COORDINATING COMMITTEE

Town Hall  
472 Main Street  
Acton, MA 01720

E-mail: [vcc@acton-ma.gov](mailto:vcc@acton-ma.gov)  
Telephone: (978) 929-6611  
Fax: (978) 929-6350

Residents interested in serving on a Town Board, Committee or Commission are asked to complete this form and forward it to the Office of the Town Manager at Town Hall.

(Please print or type)

Date \_\_\_\_\_

**Name** Title (Mr., Mrs., Dr., etc.) / First / Last / Suffix (Sr., Jr., III, etc.)

**Address** Number / Street

**Contact** E-mail Address / Telephone Number(s) (Home, Business, Cell, etc.)

Please indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: \_\_\_\_\_

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: \_\_\_\_\_

Do you have any time restrictions? \_\_\_\_\_

Are you a United States Citizen? \_\_\_\_\_ Are you a Documented Resident Alien of Acton? \_\_\_\_\_

How long have you lived in Acton? \_\_\_\_\_ In Massachusetts? \_\_\_\_\_

Present occupation and employer (Optional: Attach résumé) \_\_\_\_\_

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? \_\_\_\_\_

Education or special training: \_\_\_\_\_

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc.: \_\_\_\_\_

Thank you. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC Interview	Appointing Body
Applicant Called _____	Selectmen / Manager / Moderator
Schedule Date & Time _____	Interview Date _____
Recommendation _____	Appointed Date _____
	Term _____
Board, Committee or Commission	
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
	Notification of Appointment
Recommendation Sent _____	Received by VCC _____
	Committee Notified _____
	Applicant Notified _____

☐ No openings at this time

## *Proposed Town Meeting Booklet*

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As I have previously mentioned at Town Meetings, I plan to put together a series of thoughts or vignettes on Town Meeting during the latter part of the Twentieth and the first years of the Twenty-First Centuries. No such work presently exists, and I'll need your help.

I'd very much appreciate your writing a few thoughts on Town Meeting – the “good” or the “less than good” about the process, a fond (particularly humorous) memory, a good or otherwise decision made, or anything in general you'd like to have included and be attributed to you in the booklet.

Please mail your submission to me at 12 Wilson Lane, Acton. I'd like to receive 100 or more different ideas for inclusion. Thank you.

Don MacKenzie  
Town Moderator

### Thoughts or Comments on Town Meeting

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(Please continue on reverse side)

## This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook or legal stationery. There are no margins, text, or other markings on the page.



# *Online Bill Payments*

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*Pay Real Estate or Personal Property Tax Bills, Motor Vehicle Excise bills, or  
Sewer Operation and Maintenance Bills Online*

**[www.acton-ma.gov/payonline](http://www.acton-ma.gov/payonline)**

The Town of Acton is very pleased to offer an easy and secure way to view, print, and pay real estate and personal property tax bills, motor vehicle excise bills and sewer operation and maintenance bills online. We support electronic presentment (viewing) and billing, because it is more convenient for our residents, and better for the environment. Online presentment and payment eliminates the need to print and receive paper bills (except for motor vehicle excise bills, which the State requires be mailed).

The Town, in partnership with Invoice Cloud, a web-based, electronic invoice presentment and processing company, offers online payment of the above bills via either EFT/ACH electronic checks (i.e., electronic fund transfers from your bank checking or savings accounts), or, Visa or Master Card credit/debit cards. The Town feels that this service presents the best value for online presentment and payments for our residents. Invoice Cloud uses the highest standards in Internet security, and provides ease of use, and convenience to all our residents, for, in some instances, less than the cost of a postage stamp.

- Access, view and pay your tax bills or sewer operation and maintenance bills online
- Available 24x7 from anywhere you have access to the Internet
- Paying your bill online is faster and, in some instances, cheaper than writing and mailing a check
- You may choose to eliminate paper invoices to reduce clutter and help the environment (except motor vehicle excise bills, which the State requires be mailed)
- You have the option to pay immediately, schedule a payment, or sign up for Auto-Pay
- You can pay with electronic check, or Visa or Master Card credit/debit cards

Please note: this new service begins with, and goes forward from, the FY 2012 Real Estate and/or Personal Property tax bills, Sewer Operation and Maintenance bills, and any subsequent calendar year 2011 Motor Vehicle Excise bills. Any prior billing and/or payment activity that pre-dates July 1, 2011, is not available online, and must involve the Town of Acton Collector's Office at (978) 929-6622.

For more details on payment options, fees and frequently asked questions, please see the Town web site at:

**[www.acton-ma.gov/payonline](http://www.acton-ma.gov/payonline)**

## Notes

## Notes



**Town of Acton  
472 Main Street  
Acton, MA 01720**

**BULK RATE  
U.S. POSTAGE PAID  
PERMIT #67  
ACTON, MA 01720**

**POSTAL PATRON  
ACTON, MA 01720**